



LWSC Council of Excellence

Committee Report – 08-13-2019

Submit report to: lwscouncilofexcellence@gmail.com

Committee: SAFETY

Purpose: To ensure that Lou Walker Senior Center's members and staff are aware and knowledgeable of the necessary steps that need to be taken during emergency and hazardous situations

Officer/Chairperson: Anna Marie Baity

Committee Members: Sherry Cooper, Joyce Harts, Bill Harris, John Overstreet,

Committee Volunteers: Al Foy, Chico Hill, Billie Hill, Brenda Goodman, Carolyn Kidd, Frankie Pendergrass, Valerie Roberts, Michael Stiles, Lois Williams, Dorothy Wright

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- Recruited Safety Volunteers, Valerie Roberts and Dorothy Wright
- Walk-Thru Facility with Tyrone and Fire Department Staff
- Safety Volunteers Log-in Book is now being used
- Reviewed Safety Cards Information that will soon be available for members, staff, and others to know what to do in case of an emergency. Cards look great with the appropriate information.
- Several Safety Volunteers were on duty during the Intergenerational Day. We will strive to show our presence during such events, ensure the floors stay free of trash and articles that could cause accidents, and aisles aren't blocked.

2. ACTION REQUIRED FOR SAFETY COORDINATOR &/OR TEAM:

- Continue recruiting additional safety volunteers (currently have 15, goal 20)
- Safety Training for Volunteers (DTBA)
- Mock Fire Drills (DTBA), (Pending appropriate codes, and updating of firebox)
- Onsite Safety and Trauma Kits
- Prepare Color-coded Safety Posters and Safety Information for placement in classrooms and throughout the building
- Select areas where safety vest and equipment will be located for easy access.
- Identify where Call Boxes are located

3. ACTIVITIES FOR FUTURE:

- Thunderstorm Shut-Down Procedures
- Safety Drills (fire, tornado, inclement weather, lock-down)

4. ACTION REQUIRED FOR LWSC:

- Prepare and install all items throughout facility required for safety as stated in the Safety Plan, i.e., Areas and Boxes for safety vests and equipment, Emergency Exit Route Maps, Room Capacity Signage, Emergency Codes, Color-coded Safety Posters (what to do, almost completed).
- Ventilation for Arts and Pottery rooms.
- Schedule CPR class for staff, safety volunteers, and members.
- Safety Education for members, staff, visitors and renters.
- Automated External Defibrillator (AED), check to ensure they are working properly.
- Ensure intercom is working efficiently throughout the facility.
- Ensure pottery room Keil storage area is safe from overheating, especially during overnight and weekends.
- Make sure all chemical products are labeled correctly with proper storage.
- Updated Onsite First Aid and Trauma Kits.

5. ACTION REQUIRED FOR EXECUTIVE COMMITTEE:

6. MOTION STATED FOR EXECUTIVE COMMITTEE CONSIDERATION/RESOLUTION/RECOMMENDATIONS:

7. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- **7/26/2019 at 5:45pm LWSC Accreditation Package was mailed. HIP HIP HOORAY!!!**

